

CHAPTER 12

POSTAL EQUIPMENT AND SUPPLIES

At all MPOs, USPS equipment, publications, and supplies are to be used to the maximum extent possible. This includes capital and sensitive equipment, expendable supplies, and all required USPS publications.

Office equipment, such as safes, office furniture, copying machines, and calculators, are provided by the respective military service. The military services also provide pens, pencils, writing paper and other general office supplies needed to operate an MPO. Military post offices can also order General Services Administration (GSA) stock items approved by MPSA. Normally, only the Navy's largest post offices order supply items from GSA; smaller offices usually obtain needed items through the Navy's supply channels. For the information of postal clerks who may be tasked with ordering GSA items, table 12-1 provides an example of some MPSA approved GSA items that Navy post offices are authorized to order.

Navy post offices overseas in the Atlantic Theater order supplies from GSA via JMPA-A using PS Form 7380 or 7381, as appropriate for the type of item(s) being ordered.

Navy post offices overseas in the Pacific Theater can order GSA items direct from their serving GSA Customer Supply Center (CSC) located in Hawaii or Japan, using GSA Form 3542, GSA Customer Supply Center Order Form, (see figure 12-1). Before ordering supplies the COPE must establish an account by submitting GSA Form 3525, Application for Customer Supply Center Services and Address Change, to the address of the CSC serving their area (see figure 12-2). Postal clerks desiring additional information on ordering GSA items should contact MPSA or their serving JMPA.

DD forms and OPNAV forms required for office operation should be procured through local supply channels.

USPS forms required to be maintained in a Navy MPO are listed in the OPNAV 5112.6. When requisitioning USPS forms, labels, tags, and publications, refer to USPS Publication 223.

Table 12-1. MPSA Approved Item List, GSA Stock, Nonstock, and Deleted Items

Military Postal Service Agency Approved Item List (GSA Stock Items) FY 2000

	NSN	Item Name	Unit Of Issue
1	7530001450414	PAPER,TABULATING MA	BX (2500)
2	7530013380625	PAPER,TABULATING MA	BX (1300)
3	7530002910098	FOLDER,FILE	HD
4	7530001449601	PAPER,TABULATING MA	BX (950)
5	7530013543983	ENVELOPE,TRANSLUCEN	BX (500)
6	7530002900617	PAPER,BOND	BX (5000)
7	7510002433435	RUBBER BAND	BG (.250 LB)
8	7530000431194	FOLDER,FILE	HD
9	7510005308881	BINDER,LOOSE-LEAF	EA
10	7530002223521	BOOK,MEMORANDUM	EA
11	7520002633425	PERFORATOR,PAPER,DE	EA
12	7540006344018	OF 363	PG (20)
13	8345007533235	FLAG,NATIONAL	EA
14	5340009856735	CASTER,RIGID	EA
15	7530013542327	ENVELOPE,TRANSLUCEN	BX (500)
16	8345007533234	FLAG,NATIONAL	EA
17	7530013543982	ENVELOPE,TRANSLUCEN	BX (500)
18	7520002815911	BASKET,WASTEPAPER	EA
19	7510002816180	BINDER,LOOSE-LEAF	EA
20	7530001608477	INDEX SHEET SET,LOO	SE
21	7920001711148	MOPHEAD,WET	EA
22	5110001616912	SHEARS,STRAIGHT TRI	EA
23	7520002326828	TRAY,DESK	EA
24	8105011740943	BAG,PLASTIC	BX (500)
25	8135005986097	TAPE,GUMMED	RO (450 FT)
26	7520002247589	PERFORATOR,PAPER,DE	EA
27	7530002900599	PAPER,BOND	BX (5000)
28	7530002868363	BOOK,MEMORANDUM	EA
29	7510005842491	PORTFOLIO	BX (25)
30	7520002402411	DISPENSER,PRESSURE	EA
31	7530009886515	CARD,GUIDE,FILE	HD
32	7540012316227	SF 2809	HD
33	7530002866178	PAPER,MIMEOGRAPH	BX (5000)
34	7520002866959	CASE,FILING,TRANSFE	EA
35	5340009856736	CASTER,SWIVEL	EA
36	7340004887939	KNIFE,PARING	EA
37	7510002814309	BINDER,LOOSE-LEAF	BX (25)
38	7530002223455	TAPE,PAPER,COMPUTIN	RO (200 FT)
39	7920009265244	BUCKET,MOP	EA
40	7520005437149	PEN,BALL-POINT	DZ
41	8345007533230	FLAG,NATIONAL	EA
42	7540006344036	SF 86	HD
43	7540012314280	SF 2817	HD
44	7530002444035	PAPER,CARBON,TYPEWR	HD
45	7510002433434	RUBBER BAND	BG (.250 LB)
46	7530002815945	FOLDER SET,FILE	HD

PC1201A

Table 12-1. MPSA Approved Item List, GSA Stock, Nonstock, and Deleted Items Continued

**Military Postal Service Agency Approved Item List
(GSA Stock Items)
FY 2000**

	NSN	Item Name	Unit Of Issue
47	7920009265245	BUCKET,MOP	EA
48	6645005303342	CLOCK,WALL	EA
49	5110009529109	KNIFE,TWINE,FINGER	DZ
50	7510005519821	TAPE,PRESSURE SENSI	RO (36 YD)
51	7530010719769	PAPER,CARBON,PENCIL	HD
52	7510013900723	FINGER PAD,RUBBER	DZ
53	7920001616219	SPONGE	DZ
54	4020007825574	TWINE,FIBROUS	CE (5LB)
55	7520002815932	BOX,FILING	EA
56	7920009265243	BUCKET,MOP	EA
57	7510002433437	RUBBER BAND	BG (.250 LB)
58	8135002922354	TAG,SHIPPING	MX
59	9905005592971	SIGN	EA
60	7510013900728	FINGER PAD,RUBBER	DZ
61	7510002723044	HOLDER,BINDER LABEL	PG (12)
62	7920006826862	WRINGER,MOP	EA
63	5340009856734	CASTER,RIGID	EA
64	7240002406958	SAFETY CAN	EA
65	5340009856737	CASTER,SWIVEL	EA
66	7530009123925	TAPE,POSTAGE METER	PG (6)
67	5110005958411	KNIFE,TWINE,FINGER	DZ
68	7920006826861	WRINGER,MOP	EA
69	7510013900722	FINGER PAD,RUBBER	DZ
70	8520002700065	SOAP,BORAX	BX (5 LB)
71	9905007823768	HOLDER,CARD-LABEL	BG (50)
72	7530002866207	BOOK,RECORD	EA
73	7510002051439	RUBBER BAND	BG (.250 LB)
74	7510001616211	CUP,SPONGE	BX (12)
75	7540006344250	SF 2801	PG (25)
76	7540006344037	SF 87	HD
77	7510007826275	ENVELOPE,TRANSPAREN	PG (25)
78	7510013900727	FINGER PAD,RUBBER	DZ
79	7510002815972	HOLDER,BINDER LABEL	PG (12)
80	7520002405498	ARCH BOARD FILE	EA
81	7920007823779	CLOTH,CLEANING	HD
82	7920002929204	CLOTH,CLEANING	MX
83	8135002711446	TAPE,GUMMED	RO (600 FT)
84	5110007713732	CUTTER,STEEL STRAPP	EA
85	8135007823948	CHIPBOARD	BX (634)
86	8455008989730	BADGE,IDENTIFICATIO	HD
87	7510006044150	MOISTENING COMPOUND	EA
88	7540006344340	SF 1152	HD
89	7530005774376	LABEL	PG (248)
90	7530002444073	PAPER,CARBON,TYPEWR	HD
91	7520002866957	CASE,FILING,TRANSFE	EA
92	7540006344041	SF 91	HD

PCH1201B

Table 12-1. MPSA Approved Item List, GSA Stock, Nonstock, and Deleted Items Continued

**Military Postal Service Agency Approved Item List
(GSA Stock Items)
FY 2000**

	NSN	Item Name	Unit Of Issue
93	7540012469252	SF 3102	HD
94	7520002866958	CASE,FILING,TRANSFE	EA
95	7530004016910	PAPER SET,MANIFOLD	BX (500)
96	5110009529110	KNIFE,TWINE,FINGER	DZ
97	7530002613813	CARD SET,GUIDE,FILE	SE
98	7540012316228	SF 2823	HD
99	7520001626156	STAND,CALENDAR PAD	EA
100	7520002412981	MOISTENER	EA
101	7510013900721	FINGER PAD,RUBBER	DZ
102	7530007846143	TAPE,PAPER,COMPUTIN	RO (112 FT)
103	7530007823996	PAPER,CARBON,PENCIL	HD
104	7530007823994	PAPER,CARBON,PENCIL	HD
105	7520002718884	RUBBER STAMP,BAND T	EA
106	7920006339274	PAD,WAX APPLICATOR	EA
107	7510009954852	PORTFOLIO	EA
108	7540012495576	SF 3106	HD
109	7510002050371	RUBBER BAND	BG (250 LB)
110	7540006343972	SF 15	HD
111	7540012315585	SF 2818	PG (25)
112	7510000579305	INK,STAMP PAD	BT (8 OZ)
113	7540012321234	SF 2810	HD
114	7540006344046	SF 95	HD
115	7540006344083	SF 127	HD
116	7910006853910	PAD,FLOOR POLISHING	BX (10)
117	7510005261741	INKING PAD,RUBBER S	EA
118	7530002613819	CARD SET,GUIDE,FILE	HD
119	7510013900726	FINGER PAD,RUBBER	DZ
120	7510001614240	INK,STAMP PAD	BT (20Z)
121	7530005774368	LABEL	PG (248)
122	8135002708726	TAPE,GUMMED	RO (800 FT)
123	7540006344045	SF 94	HD
124	7530010722538	PAPER SET,MANIFOLD	BX (500)
125	7540006344356	SF 1164	HD
126	7530005774371	LABEL	PG (248)
127	7540012315587	SF 2821	HD
128	7510005261742	INKING PAD,RUBBER S	EA
129	7530002388352	TAPE,PAPER,COMPUTIN	RO (200 FT)
130	7530009123924	TAPE,POSTAGE METER	PG (6)
131	7910006856671	PAD,FLOOR POLISHING	BX (10)
132	7520001626153	STAND,CALENDAR PAD	EA
133	8415008574915	HELMET,SAFETY	EA
134	7530005774369	LABEL	PG (248)
135	8125007824000	BOTTLE,APPLICATOR	EA
136	6210009302818	NIGHT LIGHT	EA
137	7530007823961	LABEL	PD (100)
138	7510001478477	TAB SET,INDEX	BX (5)

PCH1201C

Table 12-1. MPSA Approved Item List, GSA Stock, Nonstock, and Deleted Items Continued

**Military Postal Service Agency Approved Item List
(GSA Stock Items)
FY 2000**

	NSN	Item Name	Unit Of Issue
139	7540013336239	SF 52	HD
140	7240002406957	SAFETY CAN	EA
141	7540006344260	SF 2808	HD
142	8105007824002	BAG,TEXTILE	EA
143	7540006343964	SF 8	HD
144	7910006853914	PAD,FLOOR POLISHING	BX (10)
145	7540000822447	OF 27	HD
146	4020002826411	TWINE,FIBROUS	BA (1450 FT)
147	7540006344249	SF 2800	HD
148	7530009594562	PAD,WRITING PAPER	PD (50)
149	4510002032709	DISPENSER,SOAP	EA
150	7540009268972	SF 98	PG (50)
151	7540012315586	SF 2819	HD
152	7510013900725	FINGER PAD,RUBBER	DZ
153	7510013900720	FINGER PAD,RUBBER	DZ
154	7540006344252	SF 2803	HD
155	5110009529111	KNIFE,TWINE,FINGER	DZ
156	7510013900719	FINGER PAD,RUBBER	DZ
157	7520002575006	STAPLE REMOVER,OFFI	EA
158	7540001181008	SF 98-A	PG (50)
159	7530002237958	PAD,COLUMNAR	PD (50)
160	7530002613804	CARD SET,GUIDE,FILE	HD
161	8135002903408	PAPER,KRAFT,UNTREAT	BD (850)
162	7510001478475	TAB SET,INDEX	BX (5)
163	7910006856659	PAD,FLOOR POLISHING	BX (10)
164	7510001478488	TAB SET,INDEX	BX (5)
165	7520006341573	RUBBER STAMP,BAND T	EA
166	7510001478487	TAB SET,INDEX	BX (5)
167	7520001627117	NUMBERING MACHINE,O	EA
168	7540006343999	OF 346	HD
169	7910006856687	PAD,FLOOR POLISHING	BX (10)
170	7520001627109	NUMBERING MACHINE,O	EA
171	7510013900724	FINGER PAD,RUBBER	DZ
172	7540007534941	OF 16	HD
173	7540012315588	SF 2822	HD
174	7540001594836	SF 122	PG (50)
175	4020007825572	TWINE,FIBROUS	BA (1960 FT)
176	7540006344338	SF 1150	HD
177	7540006826750	SF 75	HD
178	7540006344264	OF 7	HD
179	7540006344253	SF 2804	HD
180	7540009009859	SF 126	HD
181	7910006856657	PAD,FLOOR POLISHING	BX (10)
182	7540006344341	SF 1153	HD
183	7540006344093	SF 135	HD
184	7540006344254	SF 2805	HD

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When requisitioning USPS equipment and certain supply items, refer to USPS Publication 247. Equipment and supply items should be ordered on an as-needed basis

Table 12-1. MPSA Approved Item List, GSA Stock, Nonstock, and Deleted Items Continued

**Military Postal Service Agency Approved Item List
(GSA Stock Items)
FY 2000**

	NSN	Item Name	Unit Of Issue
185	8020006641375	BRUSH,ARTIST'S	EA
186	7540006344287	SF 1098	HD
187	7540004735482	OF 15	HD
188	7540012314279	SF 2811	HD
189	7540008237952	SF 135-A	HD
190	7540012495577	SF 3106A	HD
191	7540006344230	SF 1080	HD
192	7540006344111	SF 210	HD
193	7540006344049	SF 99	HD
194	7540006344030	SF 81	HD

PC1201E

and are limited to those items that are not required to be furnished by the Navy. If USPS capital and sensitive equipment is needed, your serving FLTCINC and JMPA must first approve their procurement.

USPS CAPITAL AND SENSITIVE EQUIPMENT

Learning Objective: Recall the procedures for receipting, requisitioning, and performing maintenance on USPS capital and sensitive equipment.

Capital equipment is equipment such as conveyors with a service life over 1-year, costing \$3,000 or more; sensitive equipment is equipment that must be strictly controlled because of the nature of the equipment. Money order imprinters, MODIS equipment, scales, postage meter heads and bases are some examples of sensitive equipment.

The commanding officer or postal officer, as appropriate, should ensure that the COPE is the only individual entrusted with the custody, control, maintenance, repair, replacement, or disposition of USPS capital and sensitive equipment.

The COPE receipts for all capital and sensitive (accountable equipment) on PS Form 1590, Supplies and Equipment Receipt (see figure 12-3) when assuming responsibility of an MPO. Each time

**al Service Agency Approved Item List
(GSA Nonstock Items)
FY 2000 Through June**

[illegible]

PCt1201F

Table 12-1. MPSA Approved Item List, GSA Stock, Nonstock, and Deleted Items Continued

Table 12-1. MPSA Approved Item List, GSA Stock, Nonstock, and Deleted Items Continued

**Military Postal Service Agency Approved Item List
(Deleted GSA Items)
FY 1999**

NSN	Item Name	STATUS
7540011786724	SF 2824C	GSA Management Deleted
7540012495574	SF 3105	GSA Management Deleted
7540001308501	FORM, PRINTED	GSA Management Deleted

PC11201G

additional equipment is received, transferred, or otherwise disposed of a new PS Form 1590 must be completed. In addition to submitting a new PS Form 1590 when there is a change of COPE, a complete inventory of all entrusted accountable items must be done by both the outgoing COPE and incoming COPE.

After completion, submit PS Form 1590s to the NPFO in San Diego, CA, for verification. Once PS Form 1590 has been verified, the NPFO will sign, date, and return a copy to the COPE. Upon receipt of the signed copy, it must be retained in the MPO files.

REQUISITIONING CAPITAL AND SENSITIVE EQUIPMENT

When you requisition capital and sensitive equipment items, make sure the Requisition For Supplies, Services, or Equipment, PS Form 7381, is filled out accurately and completely (see figure 12-4). A separate PS Form 7381 must be used for each item requested; however, more than one of the same item can be requested on the same form. Requisitions must be forwarded to the responsible FLTCINC for approval. Requisitions are then submitted by the FLTCINC to the serving JMPA for final processing. Justification for equipment must be listed in Section 12 (Rationale) of PS Form 7381. If there is not enough space in Section 12 to enter all the necessary information, a letter of justification should be attached to the requisition. Examples of justification include renovation of a post office or replacing existing equipment that is beyond repair.

MAINTENANCE OF EQUIPMENT

As mentioned above the COPE is primarily responsible for the upkeep of all USPS equipment assigned to the MPO. However, junior PC's could be

tasked with performing the cleaning and maintenance on this equipment and should be constantly aware of its condition. USPS equipment needing repair or maintenance must be serviced to avoid further damage.

When USPS equipment can no longer be repaired economically and restored to a safe and serviceable condition, replacement equipment should be requisitioned. Accountable items must be disposed of following instructions in the NPFO handbook for returning accountable equipment.

When performing maintenance on USPS equipment, use the manufacturer's handbook, if available, to ensure the minimum preventive measures required to keep USPS equipment operational are met. All MPO supervisors are responsible for making sure maintenance is performed. With the exception of meter heads, money order imprinters, and MODIS and IRT equipment, local repair of equipment is authorized. When repairs cannot be made locally, coordination must be made with the serving JMPA to repair equipment such as meter bases, and scales. Money order imprinters and MODIS equipment must always be sent to the serving JMPA for repair. Postage meter heads must always be sent to the meter vendor. UNYSIS III Integrated Retail Terminals must be sent to Larell IRT-CAC, 3655 Tampa Road, Oldsmar, FL, 34677-6307 by Express Mail, or registered mail if Express Mail service is not available. Whenever USPS accountable equipment is returned for repair (except for UNYSIS III IRT), PS Form 1590 and PS Form 4805, Maintenance Work Order Request (see figure 12-5) must accompany the equipment. When sending the UNYSIS III IRT for repair, only PS Form 4805 must be completed and sent with the IRT. When mailing the IRT, an e-mail or naval message must be sent to the serving JMPA listing the serial number of the IRT, description of problem(s), the Express Mail or registered mail number under which the IRT was sent,

GSA Customer Supply Center Order Form

please make copies of this original, both front and back, for reference and placing orders • please print clearly

customer name _____

ship to address _____

method of payment: ☐ credit card GSA internal billing: ☐ SIBAC ☐ check

credit card number _____

expiration date _____ if an item is out of stock, would you like it backordered? ☐ yes ☐ no

if an item is not carried, would you like it special ordered? ☐ yes ☐ no

document number (optional) _____

date _____

telephone number _____

fax number _____

signature of approving/ordering official (optional) _____

activity address code _____

access code _____

remarks _____

item number (last 9 digits of NSN)	item description	u/i	quantity	unit price	extended price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
If your order exceeds 12 items, please send multiple pages			est. total cost		

Mailable items may be shipped by small package carrier or USPS to your APO address within 4 - 7 days of order placement.

for gsa use only

Store	Ticket Number	Lines	Total	Call Back (Date, Time, Initials)

GENERAL SERVICES ADMINISTRATION

GSA Form 3542 (Rev. 1/2000)

PCF12001

Figure 12-1. An example of a GSA Customer Supply Center Order Form.

APPLICATION FOR CUSTOMER SUPPLY CENTER SERVICES AND ADDRESS CHANGE									
IMPORTANT: Read instructions on reverse carefully, before completing this form.									
SECTION I - APPLICATION									
1. ACTIVITY ADDRESS CODE (6 digits)		2. BILLED OFFICE CODE (6 digits)		NOTE: Maximum of 35 characters per block for Agency Name, Office Name, Contact Name, Street Address, and City. Punctuation and spaces count as characters.					
3. SHIP TO: (Catalogs sent to this address)				4. BILL TO: (Complete only if different from item 3.)					
a. AGENCY NAME				a. CONTACT NAME					
b. OFFICE NAME				b. AGENCY NAME					
c. STREET ADDRESS				c. OFFICE NAME					
d. CITY				d. STREET ADDRESS					
e. STATE			f. ZIP CODE		e. CITY			f. STATE	g. ZIP CODE
LINE NO.	5. ACCESS CODE (3 to 5 digits)	6. NAME, OFFICE, ETC., PRINTED ON SHIPPING LABEL (Optional) (Maximum 28 characters. Punctuation and spaces count as characters.)			7. FUND CODE (2 digits)	8. AGENCY INTERNAL CODE (6 digits)			
1									
2									
3									
4									
5									
6									
7									
8									
9									
9. COST ELEMENT* (3 digits)		10. FUNCTION CODE* (3 digits)		11. VDC* (2 digits)		12. PURCHASE CARD USAGE ONLY <input type="checkbox"/> CHECK HERE IF APPLICABLE		13. TYPE OF APPLICATION <input type="checkbox"/> NEW <input type="checkbox"/> ADDRESS CHANGE	
14a. SIGNATURE OF APPROVING OFFICER								14d. TELEPHONE AREA CODE NUMBER	
14b. TYPED NAME OF APPROVING OFFICER				14c. TITLE OF APPROVING OFFICER				14e. DATE	
SECTION II - ACTION (For GSA use only)									
The eligibility of the above-named activity to patronize the GSA Customer Supply Center has been checked and the application approved or disapproved, as indicated in Item 20a. below.									
15. AGENCY BUREAU CODE (4 digits)		16. STATE CODE (2 digits)		17. CITY CODE (4 digits)		18. CONTRACTOR		19. EXPIRATION DATE (6 digits)	
20a. ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			21. TYPE OF CUSTOMER AGENCY <input type="checkbox"/> CIVILIAN AGENCY <input type="checkbox"/> CONGRESSIONAL (If Contractor/Congressional, give expiration date) ▼ <input type="checkbox"/> MILITARY <input type="checkbox"/> CONTRACTOR			22a. SIGNATURE OF GSA APPROVING OFFICIAL			
20b. DATES RECEIVED APP/DISAPP.						22b. TYPED NAME OF GSA APPROVING OFFICIAL			
<input type="checkbox"/> ADDRESS LOADED DATE			CLERK INITIALS		<input type="checkbox"/> CATALOG AND CUSTOMER APPLICATION COPY MAILED DATE				
GENERAL SERVICES ADMINISTRATION					*(GSA ONLY)			GSA FORM 3525 (REV. 8-95) Prescribed by FSS P2901.14	

PC12002

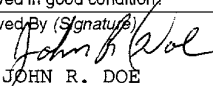
Figure 12-2. An example of an Application For Customer Supply Center Services And Address Change.

and date sent.

Q12-1. Who provides MPOs with the necessary supplies, publications, and equipment to operate?

Q12-2. What agency provides MPOs with equipment such as safes, calculators, office furniture, and copying machines?

Q12-3. What agency(ies) provide(s) MPOs with common supply items such as pens, and writing paper?

U.S. Postal Service			Date	
Supplies and Equipment Receipt			02 FEB 2001	
FROM: Post Office, State and ZIP+4 PFO, 4070 SURFACE NAVY BLVD, STE 3 SAN DIEGO, CA 92136-5287		Section of Unit		
Requested By (Individual or Title) COPE, USS UNDERWAY (CV-66)		Consignment Completed By		Work Order/Route Sheet Number
TO: ● CUSTODIAN OF POSTAL EFFECTS USS UNDERWAY (CV-66) FPO AE 09561-0001 Approved: _____ Foreman, MPE Date			Shipment Made By Hand to Hand	
			Distribution 1. Original to stockroom file. 2. Duplicate to mechanic. 3. Triplicate to personnel folder.	
			Custody Receipt This form may be used as an intra-office custody receipt.	
Quantity	Item Number	Property Code Number	Description	Recorded Cost
1	0-854	A4119.01	SCALE, 100 LB BEAM, S/N 5296	
2	8100		MONEY ORDER IMPRINTER	
			S/N 6N65446/6N65447	
1	07407	A4654.07	POSTAGE METER HEAD S/N 472983	
1	07408	A4654.09	POSTAGE METER BASE S/N 87205	
*****NO FURTHER ENTRIES*****				
Loan Period (Number of Days)	Date Loaned 02 FEB 2001	Received in good condition? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If NO, explain on reverse.
	Date Returned	Received By (Signature) 		Final salary or expense checks will not be released until all property for which an employee is individually responsible has been returned or satisfactorily accounted for.
		PC1 JOHN R. DOE		

PS Form 1590, May 1991

PC12003

Figure 12-3. An example of a completed PS Form 1590.

Q12-4. On what PS form should you list all accountable USPS equipment?

Now turn to appendix 1 to check your answers.

USPS NONCAPITAL AND NONSENSITIVE EQUIPMENT AND EXPENDABLE SUPPLIES

Learning Objective: *Recognize USPS non-capital, and non-sensitive (non-accountable) equipment and expendable supplies, and the procedures for ordering.*

The USPS furnishes nonaccountable items. When nonaccountable equipment is received at MPOs, it becomes the property of the Department of Defense

(DOD). Nonaccountable items need not be receipted for formally. However, to maintain property accountability, all nonaccountable items received at MPOs should be entered in supply records as appropriate.

USPS EXPENDABLE ITEMS

MPOs with more than one clerk assigned will designate an individual as the postal supply clerk in addition to carrying out regular duties. The supply clerk's specific duties include receiving and issuing supplies, care and preservation of supplies, and the disposal and replacement of obsolete forms and supplies. Additional responsibilities include the monitoring of the stock levels of postal supplies to prevent overstocking and the requisitioning of items necessary to maintain postal operations. MPOs should normally maintain at least a 3-month level, but not more than a 5-month level of USPS expendable supplies on board.

1. Date		2. Request No.		3. Budget Finance No.		4. Account No.		5. Property Accountability Finance No.		6. Property Code No.		7. Capital Property ID No.			
8. Job Order Number (Maintenance Use Only)				WC		Acronym		Equipment No.		EC		Work Order No.			
REQUESTOR INFORMATION						DELIVERY INFORMATION									
9a. Name				Title				10a. Contact				Telephone No. ()			
9b. Signature				9c. Organization				10b. Address							
9d. Address						City				State		ZIP + 4			
City				State		ZIP + 4		10c. Desired Delivery Date				10d. Required Delivery Date			
9e. Telephone No. ()				9f. FEDSTRIP Address Code				10e. FEDSTRIP Address Code				10f. Acceptable Delivery Times From: To:			
SUPPLIES, SERVICES, OR EQUIPMENT INFORMATION															
11a. Item/Part No.		11b. Supplies, Services, or Equipment Requested (Attach SOW, specifications, or other technical data, if applicable)						11c. Unit of Issue		11d. Quantity		Estimated			
												11e. Unit Price 11f. Total Cost			
12. Rationale										11g. Total Estimated Cost		\$			
SUGGESTED SOURCES OF SUPPLY (Provide name, street address, city, state, ZIP + 4, contact name, and telephone and fax no.)															
13a.				13b.				13c.							
APPROVALS (The contracting official is authorized to make the purchase provided it does not exceed the amount entered below.)															
14a. Certification of Funds (Signature, name, and title)												Date			
Funded Amount: \$															
14b. Approval Authority (Signature)								(Name and title)				Date			
14c. Other Approval (Signature)								(Name and title)				Date			
15. After Approval/Funding, Send to:								16. Local Notes							
PURCHASING USE ONLY															
17a. Excess Equipment Available? <input type="checkbox"/> No <input type="checkbox"/> Yes				17b. Buyer Initials		17c. Processing Code		17d. Assigned By/Date		17e. Control No.		17f. Date Due			
PS Form 7381, November 1994															

PCF12004

Figure 12-4. An example of a PS Form 7381.

ISSUING SUPPLIES

Issuing supplies is the responsibility of the designated postal supply clerk. When issuing supplies, enough should be issued to each section of the MPO to last at least a week at a time. When supplies are issued

the balance on hand on PS Form 1586, Supply Record (see figure 12-6) must be adjusted to reflect the current balance. You accomplish this by subtracting the quantity issued from the quantity shown on the "Balance on Hand" column.

[illegible]

Figure 12-5. An example of a PS Form 4805.

DETERMINING WHAT TO REQUISITION

supplies when the amount of supplies reaches, or falls below the minimum level required to be maintained on hand. Supply requisitions can be submitted at any time, but are normally prepared on a monthly or

Requisitions are numbered consecutively beginning with number 1 on 1 October each year.

Requisitions must be reviewed and signed by the MPO supervisor or the COPE. Complete PS Form 7380 as follows (see figure 12-8):

Block 1: Type MPO supervisor or COPE along with the complete mailing address of your MPO.

United States Postal Service

MDC Supply Requisition

Print or type complete mailing address of office preparing requisition

For MDC use only

COPE
USS UNDERWAY (CV-66)
FPO AE 09561-0001

①

②

Finance Number

35-5835

③

FEDSTRIP Address Code

18EA45

④

Julian Date

1036

⑤

Requisition No.

2-01

⑥

Page No.

1 OF 1

⑦

⑧

Postal Stock Number (PSN) or
Postal Service Item Number (PSIN)

Quantity ⑨

Unit Issue ⑩

Description ⑪

Unit Price ⑫

Estimated Cost ⑬

PS 3806

350

SE

RECEIPT FOR REGISTERED
MAIL

PS 7380

100

SE

MDC SUPPLY REQUISITION

Fold
First

5

10

15

Grand Total Amount of Order \$

⑭

Send originals only

Mail to:

⑮

SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW MONTARA PKY
TOPEKA KS 66624-9702

Authorizations

Name of Materiel Accountability Officer or Designate

JOHN R. DOE, PC1

⑯

Signature and Date

John R. Doe 5 Feb 2001

⑰

Name of Authority Certifying Funds

⑱

Signature and Date

⑲

PEN or Commercial Telephone Number w/ Area Code

⑳

PS Form 7380, November 1998

1 - MDC

Figure 12-8. An example of a completed PS Form 7380.

Block 2: Leave blank.

Block 3: Enter your MPO finance number here. MPO ZIP Codes starting with 09XXX and 34XXX are assigned finance number 35-5825. MPO ZIP Codes starting with 96XXX are assigned finance number 05-6786.

Block 4: Enter your MPO FEDSTRIP address code. The FEDSTRIP address is a six-character code that identifies each postal activity to which goods and

billings are sent. Each Navy post office has a FEDSTRIP address code unique to their activity.

Block 5: Enter the Julian Date. The Julian Date is a 4-digit number that represents a specific date. The first digit represents the last number of the year; i.e., 1 of 2001. The next 3 numbers are a sequential number that represents a specific day of the year starting with 001 for 1 January through 365 for 31 December or 366 for 31 December on leap year (see tables 12-2 and 12-3).

Table 12-2. An example of a Julian date calendar

JULIAN DATE CALENDAR (PERPETUAL)													
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

PC112002

Table 12-3. An example of a Julian date calendar for leap year

JULIAN DATE CALENDAR FOR LEAP YEARS ONLY

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	232	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

PC112003

Block 6: Enter the requisition number. Number your requisitions consecutively beginning with number 1 on 1 October followed by the Fiscal Year (FY) for example, 1-01, 2-01, etc.

Block 7: Enter the requisition page number 1 of 1 in this section. If more than one page is used, then enter 1 of 2, 2 of 2, etc.

Block 8: Enter the group of forms or items in numerical order.

Block 9: Enter the quantity requested. (Ensure that this quantity is the same as the quantity you entered on PS Form 1586 under the ORDER block.)

Block 10: Enter the Unit of Issue; i.e., BK (Book), EA (Each), PD (Pad), etc.

Block 11: Enter a brief description of the item (name of form or item).

Blocks 12-14: Leave Blank.

Block 15: Mailing address of the MDC is preprinted in this block.

Block 16: Enter the name of the COPE or MPO Supervisor, followed by their grade and title.

Block 17: Signature of the COPE or MPO Supervisor and date signed.

Blocks 18-20: Leave Blank.

Touch Tone Order Entry System (TTOES)

The purpose of TTOES is to speed up order processing, provide immediate feedback on rejected items, and to reduce keypunch errors. TTOES is an excellent way to order new supply items or to replenish an item that is in short supply.

All new users are required to register before using the system. Once registered you will receive a 10-digit access code (your area code and phone number). To place an order you call the 1-800 number provided by the USPS, and enter your 10-digit access code. Then the MDC will verify that the access code corresponds to your activity FEDSTRIP number. Once in the system, just follow the instructions provided (see figure 12-9).

When placing an order, have the 13-digit National Stock Number (NSN) from USPS Publication 223 or 247, or the quick pick number provided in the Postal Bulletin ready for the item(s) you are ordering.

PS Formx DDD, Express Mail, Priority Mail and Global Priority Mail Order Form

Use PS Formx DDD to order Express Mail, Priority mail, and Global Priority mail supply items ONLY (see figure 12-10). Only those items listed on the form can be requisitioned. Prepare PS Formx DDD in duplicate. Submit the original to the Express and Priority Mail Supply Center, USPS, PO Box 95001, Indianapolis, IN 46295-0001, and retain the duplicate in the post office files. These products may also be ordered via the internet at the USPS web site. When placing your first order, you will fill out an application on line, which will establish your account. After the account is established you only have to enter your user name and password when ordering Express Mail, Priority mail, and Global Priority mail products.

MPOs must submit their requisitions on a monthly basis after they have been reviewed by the MPO supervisor or the COPE. Complete PS Formx DDD as follows:

Block 1: QUANTITY. Check the appropriate block for the amount needed. If the amount needed is not listed under the "Minimum" column, then check "Other" and write the amount.

Block 2: REPEAT ORDERS. Check "Monthly" for each item ordered.

Block 3: SHIP THIS ORDER TO. Enter your MPO mailing address.

EMERGENCY REQUISITION

Emergency requisitions may be submitted when required by electrical message to MDC, Topeka, KS TWX 9102-749-6556. These requisitions must be limited to ordering items for which there is an urgent need. The emergency requisition message should be in the same format as PS Form 7380, and it should include the MPO FEDSTRIP code, finance number, and statement of justification. Before you submit an emergency requisition, you should attempt to obtain needed items from local sources.

The emergency requisition message should only be used by shorebased overseas activities or mobile units on deployment. Shipboard post offices in CONUS homeport should use TTOES when ordering supplies instead of a message.

Q12-5. MPOs should maintain a minimum of how many months' level of USPS supply items?

Q12-6. What function does PS Form 1586 serve?

Q12-7. Who is responsible for maintaining PS Form 1586?

Q12-8. PS Form 7380 will be numbered in what manner?

Q12-9. What two items are required to use TTOES for ordering supplies?

Q12-10. What PS form is used to order Express and Priority Mail supplies?

Q12-11. Emergency requisitions should be submitted in what format?

Now turn to appendix 1 to check your answers.



TOUCH TONE ORDER ENTRY

The advantages of using the Touch Tone Order Entry System include:

- Faster order processing.
- Immediate feedback on ordered items.
- Improved order accuracy.

TOLL FREE ORDER LINES

To place an order, Dial 1-800-332-0317, press option 1, then option 2. System is unavailable between 4:00 a.m. and 6:00 a.m. Central Time due to maintenance.

Item status such as cost and availability may be obtained 24 hours a day by accessing the automated system at 1-800-332-0317, option 3.

PROCESSING TIMES

Orders placed before 4:45 p.m. Central Time will be processed that evening for release to the warehouse the next business day.

HOW TO REGISTER

Only NEW users must register to use the system. To register, call 1-800-332-0317, option 8, extension 2925. Follow the instructions to leave a message. (Wait 48 hours before placing your first order.)

HOW TO ACCESS THE SYSTEM

1. If you have registered previously, call 1-800-332-0317, press **1**, and then press **2** to place an order.
 2. Enter the 10-digit Access Code chosen when registering to use the system (usually your office phone number).
 3. The System will tell you your FEDSTRIP number. (If the FEDSTRIP number the system gives you is not your FEDSTRIP number, do not continue with your order. Press **2** to re-enter your Access Code to try again, or press **0** for assistance.)
- Press
- 1** if correct.
 - 2** to re-enter Access Code.
 - 0** to transfer to Materials Customer Service for assistance.
 - #** to end the call.

TO PLACE AN ORDER

Press **1** to order by 13-digit NSN.
Enter **13-digit NSN** (check PUB223 or PUB247 for the correct NSN).
After the prompt,
Enter Quantity, then press the * key.
The System will repeat the **Item Number** ordered.
The System will repeat the **Quantity** ordered.
The System will tell you the **Unit of Issue** ordered.
Press
1 if correct (places order for item).
2 to re-enter order.
Or press **#** to return to Main Menu.

Press **2** to order by 3-digit Quick Pick Number.
Enter **3-digit Quick Pick Number**.
After the prompt,
enter Quantity, then press the * key.
The System will repeat the **Item number** ordered.
The System will repeat the **Quantity** ordered.
The System will tell you the **Unit of Issue** ordered.
Press
1 if correct (places order).
2 to re-enter order.
Or press **#** to return to Main Menu.

ONLY MAINTENANCE-CAPABLE OFFICES WILL BE GIVEN THE OPPORTUNITY TO USE THIS OPTION — ORDERS ARE PROCESSED HOURLY.

Press **3** to order emergency vending machine parts.
Enter the vending part **13-digit NSN**.
After the prompt,
Enter Quantity, then press the * key.
The System will repeat the **Item number** ordered.
The System will repeat the **Quantity** ordered.
The System will tell you the **Unit of Issue** ordered.
Press
1 if correct (places order for item).
2 to re-enter order.
Or press **#** to return to Main Menu.
Press **1** for Express Mail; Press **2** for Priority Mail.
Press **#** to return to Main Menu.

Press **4** to order keys for Mail Equipment Shop (MES) locks.
Enter the **4- or 5-digit lock #**, then press the * key.
Enter up to a 6-digit box #, then press the * key.
If no box #, then press the * key.
Enter up to a 2-digit Quantity, then press the * key.
After the prompt,
The System will repeat the **lock #** ordered.
The System will repeat the **box #** if one was given.
The System will repeat the **Quantity** ordered.
Press
1 if correct (places order for item).
2 to re-enter order.
Or press **#** to return to Main Menu.
CONTACT MES @ 202-281-2620 WITH ANY DISCREPANCIES OR IF ORDER IS NOT RECEIVED IN THREE WEEKS.

TO EXIT THE SYSTEM

Press **#** to return to the Main Menu, then **#** from the Main Menu to end the call.
If your order was accepted, you will be given a 9-digit order number consisting of the last four digits of the FEDSTRIP along with four digits of the Julian date and ending with an "S." You will also be given the total number of items ordered and total approximate cost. In addition, you will be given a chance to transfer to a customer service representative.

IF YOU HANG UP WITHOUT EXITING PROPERLY, YOUR ORDER WILL BE PLACED;
HOWEVER, YOU WILL NOT RECEIVE YOUR ORDER NUMBER.



MATERIAL DISTRIBUTION CENTER
500 SW MONTARA PKWY
TOPEKA KS 66624-9998

How To Get Help

For help or problems with the ordering system, call 1-800-332-0317, option **4**.
Materials Customer Service hours of operation are M–F, 6 a.m.–6 p.m., Central Time.

PCf12009

Figure 12-9. An example of the TTOES ordering instructions.

Express Mail, Priority Mail and Global Priority Mail Order Form

Telephone Orders: 1-800-610-8734 FAX Orders: 1-800-270-6233

Listed below are all Express, Priority, and Global Priority Mail envelopes, boxes, tubes and identifying labels. A minimum order quantity for each item has been established. Please determine your needs either at the minimum level number noted or multiples of that number. Check the appropriate block for the amount needed or write the amount in the other block. You may order on an as needed basis or on a repeat order basis. If you choose to repeat your order, indicate the cycle by checking the block under the column marked "Repeat Orders." You may change your repeat order at any time by calling the above 800 number, faxing or mailing your changes.

The bottom part of the form must be completed to ensure that your order is shipped correctly.

Supply Type	Supply Item Description	PSN / Item Number	Quantity		Repeat Orders	
			Minimum	Other	Monthly	Quarterly
Express Mail	Window Envelope for Custom Design Express Mail Label.....	EP 13	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	8 oz. Standard Envelope — Cardboard.....	EP 13A	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> Other 25	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Customer Receipt Envelope.....	EP 13B	<input type="checkbox"/> 25	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Tyvek Envelope — Large.....	EP 13C	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	International Envelope.....	EP 13E	<input type="checkbox"/> 10	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Flat Rate Envelope — Cardboard.....	EP 13F	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Box 12 1/4 x 15 1/2 x 3.....	0-1093	<input type="checkbox"/> 25	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Tube 6 x 38 Express or Priority.....	0-1098	<input type="checkbox"/> 20	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Next Day Post Office to Post Office Label.....	Label 11A	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Next Day Post Office to Addressee Label.....	Label 11B	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> Other 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Custom Designed Label.....*	Form 5625	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Next Day Post Office to Post Office Label (continuous form labels).....*	Label 11E	<input type="checkbox"/> 10	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Next Day Post Office to Addressee Label (continuous form labels).....*	Label 11F	<input type="checkbox"/> 10	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Custom Designed Label (continuous form labels).....*	Label 5625C	<input type="checkbox"/> 10	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Drop Shipment Tag.....	TAG 157	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	EMCA Postage / Fees Paid Adhesive Label.....	Label 108	<input type="checkbox"/> 1 pad	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Tape.....	Label 119	<input type="checkbox"/> 1 roll	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Outside Pressure Sensitive Label.....	Label 83	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Pickup Form.....*	Form 5541	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Pickup Form (continuous).....	Form 5541C	<input type="checkbox"/> 10	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
Priority Mail	Flat Rate Envelope — Cardboard 6 x 10.....	EP 14B	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Tyvek Envelope — 12 x 15 1/2.....	EP 14	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Flat Rate Envelope — Cardboard 12 1/2 x 9 1/2.....	EP 14F	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Envelope — Cardboard 5 x 10 (Window).....	EP 14H	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Box 7 x 7 x 6 (Box 04).....	0-10100-04	<input type="checkbox"/> 25	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Box 12 x 12 x 8 (Box 07).....	0-10101-07	<input type="checkbox"/> 25	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Box 12 1/4 x 15 1/2 x 3.....	0-1095	<input type="checkbox"/> 25	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Box "Video" 9 1/4 x 6 1/4 x 2..... (Large)	0-1096 Large	<input type="checkbox"/> 25	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Box "Video" 8 5/8 x 5 5/8 x 15/16..... (Small)	0-1096 Small	<input type="checkbox"/> 25	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Box 11 1/4 x 14 x 2 1/4.....	0-1097	<input type="checkbox"/> 25	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Tube 6 x 38 Express or Priority.....	0-1098	<input type="checkbox"/> 20	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Sticker (Pressure Sensitive Strip).....	Label 106	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> Other 250	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tape.....	Label 106A	<input type="checkbox"/> 1 roll	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Sticker (Pressure Sensitive 50/pad).....	Label 107	<input type="checkbox"/> 1 pad	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Sticker (Pressure Sensitive 400/roll).....	Label 107R	<input type="checkbox"/> 1 roll	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Address Label.....	Label 228	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Address Label (continuous form labels).....*	Label 228C	<input type="checkbox"/> 10	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Drop Shipment Tag.....	TAG 159	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
Global Delivery Service	International Express Mail Service Guide.....	PUB 273	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Global Priority Flat Rate Envelope - Cardboard (12 1/2 x 9 1/2).....	EP 15A	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Global Priority Flat Rate Envelope - Cardboard (6 x 10).....	EP 15B	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Global Priority Mail Sticker.....	DEC 10	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Global Priority Mail Box 12 5/16 x 9 1/4 x 2 (Four lb. limit).....	0-1099	<input type="checkbox"/> 25	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Global Priority Mail Tyvek Envelope 12 x 15 1/2.....	EP 15GP	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
Other Supplies	Postal Customer Order Form.....	Formx DDD	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> Other 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Customs.....	Form 2976	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Customs Declaration and Dispatch Note.....	Form 2976A	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Envelope for PS Form 2976A.....	Form 2976E	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	Delivery Confirmation Form (Retail).....	Form 152	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
	* These forms may be overprinted / customized by calling 1-800-610-8734	Form 3800	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
		Form 3811	<input type="checkbox"/> 1	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>

Ship This Order To:

Customer Number: | | | | | | | | | |

Attention:

C O P E

Phone: | | | | | | | | | |

Company Name:

Address:

③

U S S U N D E R W A Y C V - 6 6

City, State, ZIP+4:

F P O A E 0 9 5 6 1 - 0 0 0 1

PS Formx DDD

April 2000PS Formx DDD

These supplies are intended to be used only for mailing Express Mail, Priority Mail and Global Priority Mail. Misuse may be a violation of Federal Law.

PCF12010

Figure 12-10. An example of an Express Mail, Priority Mail, and Global Priority Mail Order Form.

RECEIVING USPS POSTAL SUPPLIES

Learning Objective: Recall the procedures for documenting receipt of USPS supplies.

The Material Distribution Center will fill requisitions within 24 hours after receipt. The supplies requisitioned will be enclosed in a shipping container along with a Shipping Order, which is a computer printout invoice indicating the action taken by the Distribution Center (see figure 12-11).

Once supplies are received at your MPO:

- Check the supplies received against the Shipping Order and your post office copy of PS Form 7380 to ensure all items requisitioned were received. When an item is not received and the Shipping Order does not reflect the reason for non-shipment, report the discrepancy to the MDC by memo or call the 1-800 telephone number provided on the Shipping Order to check the order status. If submitting a memo, provide a copy of the PS Form 7380 from your post office files and a copy of the Shipping Order that was sent to you with the shipment. Record the discrepancy for that particular item on PS Form 1586.
- Annotate on the appropriate PS Form 1586 the amount of supply items received (see figure 12-12). Upon completion, file the Shipping Order in your post office files.

SUPPLY STORAGE

Learning Objective: Recall the proper storage and maintenance procedures for postal supplies.


Supplies should be maintained in an area designated for storage of postal supplies. Your post office supplies are expected to last a given length of time. If you are wasteful, or fail to store supplies properly, your stock level may become depleted to the extent that postal operations are hampered.

A well organized storage area permits easy access to supplies. Therefore, supply clerks should establish a location numbering system to aid in locating each item. At a large shorebased MPO such as an FMC, space should be allocated for the storage of large volumes of supplies. At a small shipboard MPO, a filing cabinet may serve this purpose.

MONITORING SUPPLIES

Supply clerks monitor supplies using PS Form 1586. A separate PS Form 1586 is maintained for each USPS supply item. PS Form 1586 must reflect the following:

- The appropriate PS item/form number
- National Stock Number
- A brief (item/form) description

Shipment No.		Shipping Order		Page:1						
0021518E97400025		Material Distribution Center United States Postal Service TOPEKA, KS								
										
SOD TO025	Fedstrip 18E974	Shipping Address TECHNICAL WRITER MIL PSTL NETPMSA 6490 SAUFLEY FIELD RD PENSACOLA, FL 32509-5237		Ship Date 08/02/2000						
PSN/PSIN	OEM No	Desc.	Unit Cost	Ed Date	BPQ	U/M	Qty Ordered	Qty Shipped	Ship Value	NMICS Location
Customer Order No E97402148 7530-01-000-9367 PS1590 FORM, SUPPLIES AN .056 0591 1200 SH 5 5 .28 PS1590 Total Ship Value: .28 TOPEKA OPERATIONS HAS TWO AUTOMATED OPTIONS AVAILABLE 24 HOURS A DAY. BY CALLING 1-800-332-0317 AND PRESSING OPTION 2, YOU GET ORDER STATUS OF AN ITEM, OPTION 3 GIVES ITEM INFORMATION										

PCF12011

Figure 12-11. An example of an MDC Shipping Order.

items as number 502. Individualized special rubber stamps Navy post offices may need to order are:

- Postal Finance Officer
- COPE
- Postal Officer
- Directory Service stamps

These rubber stamps are only ordered for use in association with official postal business.

POSTMARKING EQUIPMENT (RUBBER AND STEEL STAMPS)

Rubber stamps should be requisitioned on PS Form 1567 (see figure 12-13). All information required on PS Form 1567, should be entered on the form. When ordering rubber postmarking and canceling stamps (Item 550), and rubber all-purpose dating stamps (Item 570), type or write the information that you would like on the stamps in the impression and description block of PS Form 1567. Requisitions should be submitted to the appropriate JMPA for processing. Die Hubs for postage meter machines and canceling machines are ordered on PS Form 4636, Postmarking Dies and Engraved Station Die Hubs Requisition. PS Form 4636 must also be submitted to the appropriate JMPA for processing.

YEAR TYPE

Year type for steel postmarking stamps and canceling machines are requisitioned from MDC Topeka, KS, on PS Form 7380. A notice will appear in the Postal Bulletin, normally during the month of September, informing offices of the date that the year type will be available for issue. The requisition must list year type only, and a self-addressed USPS penalty label must be stapled to the requisition. Do not request any other items on this special requisition.

If your MPO has previously been issued a year type, the MDC will contact your office via postcard in September informing you of the year type that will automatically be shipped. If your MPO needs a different quantity or type, make the changes on the postcard and return it to the MDC. If changes are not required, do not return the postcard. Detailed instructions are printed on the postcard.

FACING SLIPS AND SLIDE LABELS

Preprinted facing slips and slide labels are used to identify the contents of a mail tray, bundle, or pouch of mail.

The data to be printed should conform to the format and content as outlined in USPS Handbook PO-423, Requisitioning Labels. Requisitions for preprinted facing slips and slide labels should be submitted using PS Form 1578-B, Requisitions for Facing Slips or Slide Labels in duplicate. Send PS Form 1578-B to:

US POSTAL SERVICE
LABELING PRINTING CENTER
500 SW MONTARA PKWY
TOPEKA KS 66624-9502

Prepare PS Form 1578-B as follows (see figure 12-14):

Header Data:

Columns 1 through 9: Enter the MPO ZIP + 4 number.

Columns 13 and 14: Enter the two-digit character code for the item you are ordering.

Columns 18 through 23: Enter the MPO finance number.

Columns 24 through 49: Enter FPO, postmaster of address designation, and the nine-digit MPO number. Shipboard post offices should enter the name and hull number of the ship.

Columns 58 and 59: Enter the total number of pages, (i.e., 1 of 1, 1 of 2).

Detail Data Lines:

Columns 8 through 12: Enter the quantity of labels requested in multiples of 300 and facing slips in multiples of 300.

Columns 13 through 33: Enter the destination information in this block. Use standard abbreviations from the POM and ensure format is in compliance with the requirements found in the DMM. For empty equipment label orders (nondefective and defective), put "EMPTY EQUIPMENT" in these blocks.

Columns 34 through 38: Enter the destination ZIP Code (3 or 5 digits).

Columns 42 through 64: Enter the contents identification description such as, FCM or LETTERS AND FLATS, etc.



Requisition for Rubber and Steel Hand Canceling Stamps

(See instructions on reverse)

1. Date	2. Request Number	3. Signature of Authorizing Official	
Requestor Information			
4. Name		5. Telephone Number ()	
6. Deliver To (Name and office):			
7. Address			
8. City		9. State	10. ZIP + 4
11. Method of Payment (Check one)			
<input type="checkbox"/> USPS Credit Card (Include number and expiration date)		<input type="checkbox"/> Check	<input type="checkbox"/> Money Order
Credit Card No.: _____		Expiration Date: _____	Name of Credit Card Holder: _____
12. Item Number	13. Quantity	12. Item Number	13. Quantity
Impression or Description		Impression or Description	
12. Item Number	13. Quantity	12. Item Number	13. Quantity
Impression or Description		Impression or Description	

PS Form 1567, August 1998 (Page 1 of 2)

PCF12013

Figure 12-13. An example of a PS Form 1567.

Columns 65 through 67: Enter the three-letter air stop code. This identifies the destination airport such as JFK.

Total bulk column: Enter the total number of facing slips or slide labels requested.

Phone number column: Enter your MPO's area code and phone number.

Label clerk column: Enter the Supply Petty Officer's name.

U.S. Postal Service

[illegible]

Fill The Two (2) Character Spaces of Product Code Above Using Values Listed Below:

- | AD | Bulk Strip | Defective | Empty | Equipment |
|----|------------|-----------|-----------|-----------|
| AE | Bulk Strip | Empty | Equipment | |
| E5 | Bulk Strip | Empty | Equipment | |
| E6 | Bulk Strip | Empty | Equipment | |
| E7 | Bulk Strip | Empty | Equipment | |
| E8 | Bulk Strip | Empty | Equipment | |
| E9 | Bulk Strip | Empty | Equipment | |
| F9 | Bulk Strip | Empty | Equipment | |
| G9 | Bulk Strip | Empty | Equipment | |
| H9 | Bulk Strip | Empty | Equipment | |
| I9 | Bulk Strip | Empty | Equipment | |
| J9 | Bulk Strip | Empty | Equipment | |
| K9 | Bulk Strip | Empty | Equipment | |
| L9 | Bulk Strip | Empty | Equipment | |
| M9 | Bulk Strip | Empty | Equipment | |
| N9 | Bulk Strip | Empty | Equipment | |
| O9 | Bulk Strip | Empty | Equipment | |
| P9 | Bulk Strip | Empty | Equipment | |
| Q9 | Bulk Strip | Empty | Equipment | |
| R9 | Bulk Strip | Empty | Equipment | |
| S9 | Bulk Strip | Empty | Equipment | |
| T9 | Bulk Strip | Empty | Equipment | |
| U9 | Bulk Strip | Empty | Equipment | |
| V9 | Bulk Strip | Empty | Equipment | |
| W9 | Bulk Strip | Empty | Equipment | |
| X9 | Bulk Strip | Empty | Equipment | |
| Y9 | Bulk Strip | Empty | Equipment | |
| Z9 | Bulk Strip | Empty | Equipment | |

Identification Lines (Collated Sets Only)

Stack Header Label Lines for Set (<i>Free Form</i>)							
	60						85
LN 2							
LN 3							
LN 4							

Detail Data Lines (Only One Detail Data Line Can Be Used For Any One Label Item)

[illegible]

Total Bulk	Phone No. (Include Area Code)	Reviewed By MSC/Division		For LPC Use Only	
	Label Clerk Name (Print)			Dispatch	Entered By
				Verified By	

See Reverse of This Form and Hbk. PC 423 for Instructions

Form 1578-B, May 1992

Figure 12-14. An example of a PS Form 1578-B.

Reviewed by MSC/Division column: Signature of postal officer or MPO supervisor.

PREPRINTED TAGS AND LABELS

Preprinted military tags and labels must be requisitioned from the USPS on an as-needed basis. A PS Form 1957-C, Request for Military Tags, used to order PS Tags 135 and 135C, (see figure 12-15), and a PS Form 1957-D, Request for Military Labels, used to order PS Labels 136 and 136C (see figure 12-16), must be submitted to:

MILITARY MAIL OPERATIONS
475 L-ENFANT PLAZA SW
8TH FL RM 370
WASHINGTON DC 20260-7103

No more than a 3-month supply of tags and labels should be requisitioned. The postal supply clerk must make sure quantities requested are in multiples of 1,000 only. Nonreceipt of requisitions within 60 days from submission of the requisition must be reported to MPSA-OP. Provide a copy of the requisition when reporting nonreceipt.

DISPOSITION OF USPS EQUIPMENT AND SUPPLIES

Learning Objective: *Recall the procedures for properly disposing of USPS equipment and supplies.*

Capital and sensitive equipment that is not needed by an operational MPO should be reported by naval message to the serving JMPA for coordination of return with the USPS. The message should identify the equipment by description, item number, quantity, and serial number. In addition, any available information regarding an existing need at another shipboard MPO or shorebased MPO should be included in the message. This action should be coordinated with the FLTCINC postal officer, as appropriate.

When capital or sensitive equipment is processed according to disposition instructions received from the appropriate JMPA, a new PS Form 1590, Supplies and Equipment Receipt, should be completed and submitted in duplicate to the NPFO. The NPFO will return the original copy to relieve the COPE of accountability for the returned item.

Non-capital and non-sensitive equipment determined to be in excess should be reported to the FLTCINC postal officer and disposition instructions requested. Nonaccountable equipment transferred to another MPO should be receipted for on the receiving unit or installation's property books, as appropriate, and the command transferring the equipment should remove it from their property book. This action is required to ensure that proper accountability is maintained to include property disposal actions.

All other items, such as forms, labels, tags, and regular supply items, should be transferred to another MPO or destroyed. An exception to the above procedure applies if the postal activity is located in CONUS, in which case all excess items are returned to the local serving post office.

When an MPO is closed or deactivated, the procedures in the previous paragraphs apply in disposing of all USPS capital and sensitive equipment, DOD non-capital and non-sensitive equipment, and all other postal supplies. A message will be provided by the FLTCINC with specific instructions on the disposition of locally needed supply items.

The postal officer and/or the COPE should be aware constantly of the condition of USPS equipment assigned to their areas of responsibility.

ORDERING POSTAL PUBLICATIONS

Learning Objective: *Recall the procedures for ordering USPS, DOD, and OPNAV publications.*

As stated earlier in this training manual, sources of information (publications) are one of the most important assets for the operation of any MPO. If your MPO is not on the automatic distribution list to receive USPS publications required to be maintained at Navy post offices, you should submit a naval message to MPSA, info copy to your FLTCINC Postal Officer, requesting your command be added to the list. If your publications become damaged or are missing pages, then order replacement publications direct from MDC Topeka, KS using PS Form 7380. If your MPO is located in CONUS, you can use the TTOES method for requisitioning replacement of USPS publications.

DOD postal publications are written by MPSA to provide uniform administration of postal functions for

U.S. POSTAL SERVICE REQUEST FOR MILITARY TAGS			TAGS (135) REQUESTED (Check type) <input type="checkbox"/> 135 <input type="checkbox"/> 135-B <input type="checkbox"/> 135-C <input type="checkbox"/> 135-E		DATE
SHIPPING ADDRESS			CONTACT		TEL. NO. (Commercial)
ALPHA (a)	CITY (b)	COUNTRY (c)	KEY CODE (d)	QUANTITY REQUIRED (e)	
ADA	ADANA	TURKEY			
ADA	INCIRLIK AB	TURKEY			
AGP	MALAGA	SPAIN			
AHB	ABHA	SAUDI ARABIA			
AHO	ALGHERO SARDINIA	ITALY			
AJA	AJACCIO	FRANCE			
AKL	AUCKLAND	NEW ZEALAND			
AKT	AKROTIRI	CYPRUS			
AMM	AMMAN	JORDAN			
AMS	AMSTERDAM	NETHERLANDS			
ANC	ANCHORAGE	ALASKA (USA)			
AQJ	AGABA	JORDAN			
ASP	ALICE SPRINGS	AUSTRALIS			
ASU	ASUNCION	PARAGUAY			
ATH	ATHENS	GREECE			
ATL	ATLANTA	GEORGIA (USA)			
AVB	AVIANO	ITALY			
AWK	WAKE ISLAND				
BAH	BAHRAIN	BAHRAIN			
BDS	BRINDISI	ITALY			
BER	BERLIN	GERMANY			
BEY	BEIRUT	LEBANON			
BHE	BLENHEIM	NEW ZEALAND			
BIA	BASTIA	FRANCE			
BKK	BANGKOK	THAILAND			
BOG	BOGOTA	COLOMBIA			
BOS	BOSTON	MASSACHUSETTS (USA)			
BRU	BRUSSELS	BELGIUM			
BUE	BUENOS AIRES	ARGENTINA			
CAG	CAGLIARI SARDINIA	ITALY			
CAI	CAIRO	EGYPT, UNITED ARAB REP. OF			
CAR	CARTAGENA	SPAIN			
CBR	CANBERRA	AUSTRALIA			
CCS	CARACAS	VENEZUELA			
CHC	CHRISTCHURCH	NEW ZEALAND			
CHQ	KHANIA CRETE	GREECE			
CHS	CHARLESTON	SOUTH CAROLINA (USA)			
CLY	CALVI	FRANCE			
CJU	CHEJU	KOREA			
CMB	COLOMBO	SRI LANKA			
CPH	COPENHAGEN	DENMARK			
CND	CONSTNATA	ROMANIA			
CRK	CLARK AFB	PHILIPPINES			
CTW	CROTONE	ITALY			
CUA	CUBI POINT	PHILIPPINES			
DFW	DALLAS	TEXAS (USA)			
DHA	DHAHRAN	SAUDI ARABIA			
DIY	DIYARBAKIR	TURKEY			
DNA	KADENA AB	OKINAWA			
DOH	DOHA	QATAR			
DOV	DOVER AB	DELAWARE (USA)			
DTW	DETROIT	MICHIGAN (USA)			
DXB	DUBAI	UNITED ARAB EMIREATES			
EDF	ELMENDORF AB	ALASKA (USA)			

Figure 12-15. An example of a PS Form 1957-C.

U.S. POSTAL SERVICE REQUEST FOR MILITARY LABELS			LABELS (136) REQUESTED (Check type) <input type="checkbox"/> 136 <input type="checkbox"/> 136-B <input type="checkbox"/> 136-C <input type="checkbox"/> 136-E		DATE
SHIPPING ADDRESS			CONTACT		TEL. NO. (Commercial)
ALPHA (a)	CITY (b)	COUNTRY (c)	KEY CODE (d)	QUANTITY REQUIRED (e)	
ADA	ADANA	TURKEY			
ADA	INCIRLIK AB	TURKEY			
AGP	MALAGA	SPAIN			
AHB	ABHA	SAUDI ARABIA			
AHO	ALGHERO SARDINIA	ITALY			
AJA	AJACCIO	FRANCE			
AKL	AUCKLAND	NEW ZEALAND			
AKT	AKROTIRI	CYPRUS			
AMM	AMMAN	JORDAN			
AMS	AMSTERDAM	NETHERLANDS			
ANC	ANCHORAGE	ALASKA (USA)			
AQJ	AGABA	JORDAN			
ASP	ALICE SPRINGS	AUSTRALIS			
ASU	ASUNCION	PARAGUAY			
ATH	ATHENS	GREECE			
ATL	ATLANTA	GEORGIA (USA)			
AVB	AVIANO	ITALY			
AWK	WAKE ISLAND				
BAH	BAHRAIN	BAHRAIN			
BDS	BRINDISI	ITALY			
BER	BERLIN	GERMANY			
BEY	BEIRUT	LEBANON			
BHE	BLENHEIM	NEW ZEALAND			
BIA	BASTIA	FRANCE			
BKK	BANGKOK	THAILAND			
BOG	BOGOTA	COLOMBIA			
BOS	BOSTON	MASSACHUSETTS (USA)			
BRU	BRUSSELS	BELGIUM			
BUE	BUENOS AIRES	ARGENTINA			
CAG	CAGLIARI SARDINIA	ITALY			
CAI	CAIRO	EGYPT, UNITED ARAB REP. OF			
CAR	CARTAGENA	SPAIN			
CBR	CANBERRA	AUSTRALIA			
CCS	CARACAS	VENEZUELA			
CHC	CHRISTCHURCH	NEW ZEALAND			
CHQ	KHANIA CRETE	GREECE			
CHS	CHARLESTON	SOUTH CAROLINA (USA)			
CLY	CALVI	FRANCE			
CJU	CHEJU	KOREA			
CMB	COLOMBO	SRI LANKA			
CPH	COPENHAGEN	DENMARK			
CND	CONSTNATA	ROMANIA			
CRK	CLARK AFB	PHILIPPINES			
CTW	CROSTONE	ITALY			
CUA	CUBI POINT	PHILIPPINES			
DFW	DALLAS	TEXAS (USA)			
DHA	DHAHRAN	SAUDI ARABIA			
DIY	DIYARBAKIR	TURKEY			
DNA	KADENA AB	OKINAWA			
DOH	DOHA	QATAR			
DOV	DOVER AB	DELAWARE (USA)			
DTW	DETROIT	MICHIGAN (USA)			
DXB	DUBAI	UNITED ARAB EMIREATES			
EDF	ELMENDORF AB	ALASKA (USA)			

Figure 12-16. An example of a PS Form 1957-D.

all military services. Within the Navy, DOD publications are reissued as OPNAV instructions and the DOD publications are actually enclosures to these OPNAV instructions.

OPNAV postal instructions required for the operation of an MPO are available from the Commander Naval Supply Systems Command (COMNAVSUPSYSCOM) web site. If your MPO does not have Internet access, request assistance from your supply office in obtaining these instructions.

Q12-12. What is the purpose of a shipping order?

Q12-13. Shipboard MPOs should maintain at least a 3-month level but not more than a 5-month level of USPS expendable supplies on board. (True/False)

Q12-14. What PS form would you use to order postmarking equipment?

Q12-15. What PS form would you use to order facing slips?

Q12-16. What PS forms would you use to order preprinted military tags and labels?

Q12-17. What PS form would you use to order USPS publications?

Q12-18. Department of Defense postal publications are reissued as OPNAV instructions. (True/False)

Q12-19. What department within your command can assist you in obtaining OPNAV postal instructions?

Now turn to appendix 1 to check your answers.